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13 July 1953

MEMORANDUM FOR: Inspector General

SUBJECT : Personnel Office

1. Reference is made to your memorandum of 1 July 1953, requesting an objective statement relative to the service furnished the Comptroller's Office by the Personnel Office.

2. On the whole, the service furnished by the Personnel Office is very good particularly that furnished by the assigned Placement Officers and the Classification and Wage Division. Cooperation in the recruiting and processing of comptroller-type personnel for proprietary projects has also been very good.

3. On the other side of the ledger, there are a few minor matters which probably need attention, e.g., we have had a number of cases where personnel have reported for duty with the idea in mind that they were going to have a more or less glamorous position working for an agent or a spy and when they find out that they have a routine job like other government employees, they become dissatisfied and want a transfer. Also, we are having a large number of requests for transfers because they do not like the type of work. Many state that they were not given any information about the type of work they would be doing and had they known that they would be required to work with figures they would not have accepted the position.

4. Regulation [REDACTED] Section 2.B.(2) provides "Final authority for the selection and assignment of an employee in grade GS-5 or equivalent and below shall rest with the Personnel Office." It is the opinion of the undersigned that the above quoted Regulation is responsible for a good percentage of the turnover of the clerical personnel in the Agency. If the respective offices were permitted to interview this type of personnel and explain to them the type of work involved, the turnover of clerical personnel would decrease materially. Such an interview would also eliminate some of the mis-assignments.

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5. Like all other offices within the Agency, this Office and its component units are in need of clerical and stenographic personnel. There are at the present time 32 clerical personnel in process but according to past experience, a large percentage never report for duty.

6. The following personnel of this Office spend a portion of their time handling personnel matters:

<u>Name</u>	<u>Title</u>	<u>Grade</u>
25X1A [REDACTED]	Administrative Officer (Comptroller's Office)	GS-12
[REDACTED]	Administrative Asst. (Finance Division)	GS-9
[REDACTED]	Administrative Asst. (Fiscal Division)	GS-7

25X1A 7. In accordance with your verbal request, there is attached a survey report on the Personnel Procurement Division prepared by [REDACTED]. This report was prepared by Mr. [REDACTED] when employed as a consultant in the Office of the Comptroller.

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E. R. SAUNDERS  
Comptroller

Attachment

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# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment